

Dear KCF University Cup Players and Captains,

This is the final pre-event email for the [KCF University Cup](#). All required information must be on file with the organizers by 10:00pm EST (New York) Friday evening, February 5, **12 hours before round 1**. **Teams and players who are not registered, confirmed, who have not submitted eligibility forms, or who do not have the minimum 4 players will be removed from the tournament.** To ensure that this 500+ player event will be a smooth one, the 12-hour window is a strict deadline and there will not be any exceptions.

The tournament Zoom link is [here](#). If you have any questions, please email us at KCFUniversityCup@chessstream.com.

Frequently Asked Questions

Why was I and/or my team removed from the event prior the start?

- All teams must be fully registered, confirmed, and have sent their eligibility forms to the organizers at least **12 hours before round 1**.
- Teams that fail to meet this deadline or who do not have the minimum 4 players are withdrawn from the event without exception.

Why is my rating, name, team, lichess handle listed incorrectly [online](#)?

- Please contact us as soon as possible at KCFUniversityCup@chessstream.com

What is the best way to contact the organizers?

- Requests prior to the tournament should be emailed to KCFUniversityCup@chessstream.com
- If it is an urgent request during the tournament (need to withdraw, emergency), you can Zoom chat the host of the meeting, Chief Arbiter Grant Oen
- If it is a non-urgent issue, send us an email

When will the pairings be posted?

- A few minutes prior to each round, online on the [pairings page](#). This is not a lichess automatically paired swiss tournament - if the pairings are not online, we are working on them within our pairings software.
- Please be patient and **do not contact us asking** when the pairings will be posted.

What do I do if my board says “wait...TD is creating the board?”

- The pairings will be posted as far in advance as possible before each round to allow players to know who they will be playing.
- However, the boards will not be created until a few minutes before each round. You may have to refresh the page to see you board link.

I am logged into lichess at the round start time, why has my game not started?

- Your game will not start automatically! You must join your board at the [pairings page](#).

I am at my board, but why can't I move the pieces?

- Make sure you are at the right board and logged into the same lichess account that you registered with. If your account has been marked as having violated the lichess terms of service, you will not be able to play the current round and will need to contact us to switch your lichess account before the next round.

What time is the next round?

- See the schedule [here](#), based on EST (New York time).
- Find a time zone converter [here](#) to convert to your local time.

My game got cancelled/aborted, what do I do?

- A game gets cancelled or aborted if either player opens the game window and then closes it out. **Once you join your game, do not close the window for any reason, even if your opponent is not there yet.**
- If your game does get cancelled, notify an arbiter in Zoom via private chat that a new board needs to be re-created.

My opponent is not here, how long do I have to wait?

- The arbiter will start all clocks shortly after the beginning of the round. Your opponent has the entire base time control of 10 minutes to join the game.
- **You do not have to inform us if your opponent is absent – just wait for their clock to run out of time.**
- If your opponent's clock runs all the way to 0, you will win by forfeit (default). **You do not have to report the result, it will be recorded automatically.**

I am late to the game, do I automatically lose?

- If you are less than 10 minutes late, you should be able to join your board with some of the starting time. If you are more than 10 minutes late, you will likely be forfeited.

What happens if I miss a round?

- If a team or player misses a round, they will be withdrawn and not paired for future rounds unless you contact us to be re-entered into the tournament. By the regulations of the event, teams with less than four players are not permitted to play, so if a team with 4 players has one player “missing,” they risk being withdrawn from the event.

My game is over, how do I report the result and what do I do next?

- Our system records all results – you do not have to report the result.
- Because of the huge size of the tournament, it may take some time for your result to show up on the pairings page – please be patient.
- Once you finish your game, please wait until the next round.

What are the Zoom requirements?

- You must be on [Zoom](#) with **video and screenshare enabled**. Once your game finishes, you may turn off video and screenshare until the next round.

What happens if my internet crashes and I “time out” of the game?

- There is nothing we can do – players are responsible for maintaining a stable internet connection.

Where do I see results, team standings, and the crosstable?

- On the [standings page](#)

Why is my team is paired with another team from the same university?

- This is possible in the first 7 rounds but not in rounds 8 and 9.

How do I edit my team’s board order?

- The team captain can adjust their team board order [online here](#). Teams must use the same lineup throughout the entire day, but can switch between Saturday and Sunday.

Is this tournament rated?

- This tournament is not URS, USCF, or FIDE rated. It will affect your lichess rapid rating.

How do I submit a fair play (cheating) complaint?

- In lichess, you can submit a fair play complaint against a player by going to their profile and clicking the report button. If you would like to submit a complaint in writing to the tournament organizers, please do so via email to KCFUniversityCup@chessstream.com and NOT via Zoom or publicly.

Captain Responsibilities – due 12 hours before round 1

Just because you have signed your team up, that does not mean that you have completed the registration process.

1. **Team Registration and Confirmation** – Captains who still need to register a team should do so immediately [here](#). After the captain registers the team, they will need to check their email to “confirm” your team.
2. **Adding Players to the Team** – Once your team is on the [entry list](#), have your players “join” your team using their own lichess account and email – you cannot manually add players on your team, each player will have to do it on their own. Players will also need to confirm their status via email, see [here](#). Team captains can adjust their team makeup (board order) [online](#).
3. **Eligibility** – Once your team is registered, confirmed, and your players have all joined and confirmed, please send an email with an official letter of eligibility to KCFUniversityCup@chessstream.com. The eligibility requirements and procedure are outlined in section 4 of the [regulations](#). Teams will not be able to compete unless they send in an eligibility form. Your eligibility status (received, pending) can be seen on the [team entry list](#).
4. **Managing your team** – Once all your players are registered and confirmed, you can manage your team (adjust board order) online [here](#). Teams that do not have 4 players registered will be removed from the event at the registration deadline.
5. **Regulations** – carefully review the event [regulations](#) – this includes rules, schedule, and Zoom requirements.

Player Responsibilities – due 12 hours before round 1

1. **Join/confirm your entry** – Once the captain has registered your team, join your team [online](#) and confirm via email (see step 2 above). Teams that do not have 4 players registered will be removed from the event at the registration deadline.

2. **Information** – Your name, team, lichess handle, and URS, FIDE, or USCF rating are listed on the [pre-entry list](#). [Universal Rating System](#) ratings are used for this event – if a player does not have a URS rating, we will use their FIDE or USCF rating.
 - If you are listed as unrated but have a URS, FIDE, or USCF rating or ID, it is your responsibility to inform us.
 - If your name is listed incorrectly or is incomplete, please let us know.
 - If your lichess ID is incorrect, you will not be able to play – email us if it needs to be updated.
3. **How to Play** – All players should read the [“how to play” document](#) and familiarize themselves with the lichess platform and settings.
4. **Regulations** – carefully review the event [regulations](#) – this includes rules, schedule, and Zoom requirements.

How to Play

- During the tournament, pairings and standings will be posted online: https://chess.stream/kcf_university_cup/pairing
- Find all tournament information (format, schedule, time control, prizes) [here](#)
- All round times listed are in Eastern Standard Time (New York)
- Ensure your rating, first and last name, team, and lichess handle are [players list](#).
- If you are listed as unrated (0 rating) but have a URS, FIDE, or USCF rating or ID, it is your responsibility to inform us.
- Players should be online on Zoom and lichess at least 15 minutes prior to each round.
- Your Zoom name must be your full name and team code (e.g. Grant Oen Emory_A)
- If you disconnect from lichess, you will lose the clock time lost during your disconnection. Players are responsible for showing up on time and ensuring a stable internet connection.
- **ONCE YOU JOIN YOUR GAME, DO NOT CLOSE THE BROWSER, EVEN IF YOUR OPPONENT IS NOT THERE YET. If you close the window, it will cancel your game. If your game gets cancelled, contact an arbiter in Zoom to have a new board created.**
- You must play from a computer (desktop or laptop), NOT from a phone or tablet.
- Join your game at the scheduled round start time. If you are late to the round, your clock will be started, or you may be forfeited.
- If you cannot play and must withdraw *before the event*, email us at KCFUniversityCup@chessstream.com at least 12 hours before the first round.
- If you would like to withdraw during the event, you must email us at least 1 hour before the following round.
- Teams or players who do not show up for a round will automatically be withdrawn from the tournament.

ZOOM - LINK

- Zoom Link:
<https://us02web.zoom.us/j/85995322002?pwd=ZGIzamNjU255V0Vvc1RLTFB0ano2Zz09>
- Meeting ID: 859 9532 2002, Password: KCF
- Players must have video and screenshare enabled while playing.
- Players are strongly encouraged to provide a side-view angle of the entire playing area.
- Players may not listen to music, wear headphones, or have another electronic device or person near them while playing. Avoid having noises or people in your playing area. You may not use a physical chess board to analyze or play on.
- You may only have Zoom and your internet browser open with lichess and the pairings/standings page open. No other programs, browsers, or tabs should be open.
- While playing, you may not stream, chat, or switch tasks to anything besides your playing browser and Zoom.
- Because of the rapid time control, we are not allowing restroom breaks while your game is going. If it is an emergency, **you must first notify an arbiter via Zoom Chat.**

IA Grant Oen
Chief Arbiter
KCFUniversityCup@chessstream.com